

**BY ORDER OF THE COMMANDER
HQ AIR FORCE FLIGHT TEST CENTER
(AFMC) EDWARDS AIR FORCE BASE CA**



**AIR FORCE INSTRUCTION 40-301
HQ AIR FORCE FLIGHT TEST CENTER
Supplement 1
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Medical Command

FAMILY ADVOCACY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The Air Force Flight Test Center (AFFTC) at Edwards AFB CA will implement all Family Advocacy Program (FAP) policies, procedures, and services IAW AFI 40-301, dated 22 July 94. This supplement applies to all members and units assigned to the AFFTC. Exceptions or clarifications to AFI 40-301 related to the AFFTC are described below.

1.4. The Installation Commander: The Commander of the 95th Air Base Wing (95 ABW/CC) is responsible for all duties of FAP implementation described under "Installation Commander."

1.5. Family Advocacy Committee (FAC): The 95 ABW/CC or designee will serve as the Chairperson of the FAC and will appoint in writing members of the FAC and all other multidisciplinary Case Management and Response Teams related to family maltreatment.

1.6. Director of Base Medical Services (DBMS): The DBMS or designee will serve as a member of the FAC, be consulted on significant maltreatment or FAP issues, and serve as a liaison between FAP and the FAC chairperson.

1.9. Unit Commander (CC) and First Sergeant (CCF): CCs and CCFs will be encouraged to become familiar with related FAP services and policies and be invited to attend annual Case Management Team training sessions. When a member of his/her unit is determined to be the offender in a substantiated FAP case, the CC or designee will support FAP intervention recommendations by making the referred individual(s) available for the recommended prevention or treatment services (consult with the Base Legal Office for details).

1.10. Chief of Social Actions: Due to the realignment of the Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program under the Life Skills Center, the FAC position involving the Chief of Social Actions (now "Equal Employment Opportunity") will be filled by the ADAPT Program Manager or designee.

1.19. Family Advocacy Program. Will educate active duty members and civilian employees on their mandated obligation to report all incidents of suspected maltreatment to the Family Advocacy Officer (FAO). Unit Commanders will also support the fulfillment of this obligation with all members or employees attached to their units.

2.2.1.1. The Outreach Program Management Team duties described in AFI 40-301 will be conducted by the installation Integrated Delivery System (IDS) or designated committee. The IDS consists of representatives from the FAP Prevention Team, Family Support Center, Health and Wellness Center, Chaplain's Office, Youth Services, and the Life Skills Center. Other members may be invited to participate at the discretion of the IDS chairperson.

2.2.3.1. Family Maltreatment Case Management Team (FMCMT):

2.2.3.1.1. (Added) Membership:

2.2.3.1.1.1. (Added) The AFOSI Detachment will not be required to be a standard member of the FMCMT as long as an approved waiver is maintained from the FAP HQ Office at AFMOA/SGOH, Brooks AFB TX. Under the current waiver, AFOSI will only attend FMCMT Meetings when a case is being presented by FAP that has officially been investigated by AFOSI for a family maltreatment-related incident. AFOSI will support reasonable requests of FAP for information necessary to determine or rule out family maltreatment, to make adequate intervention plans for the involved military or family members, and to follow the progress of the family while the FAP case is open.

2.2.3.1.1.2. (Added) A representative from the First Sergeants' Association will be included as a standard member as determined by FAC policy.

2.2.3.1.1.3. (Added) Unit Commanders and CCFs will be invited to attend FMCMT Meetings while FAP cases are being presented that involve active duty members assigned to their units and/or their family members. While they are encouraged to participate in the discussion about the related incident(s), they will not have an official vote unless specifically designated by FAC policy. If a delegated representative from the unit is not present at the FMCMT, the CC will be informed of the case status determination and treatment recommendations by phone or in writing.

2.2.3.1.1.4. (Added) Confidentiality: The FAO will share all relevant information with Commanders or First Sergeants on a "need-to-know" basis regarding family maltreatment involving members of their units. At the same time, the Privacy Act and Freedom of Information Act provisions will also be protected for all clients using FAP services. Questions or concerns on exact situations regarding confidentiality should be referred to the Base Legal Office.

2.3.1. Child Sexual Maltreatment Response Team (CSMRT): The CSMRT will be activated and/or notified on all allegations of suspected child sexual maltreatment. The team consists of the FAO and representatives from AFOSI, JA, and other related base or community agencies, i.e., SFS or Child Protective Services (CPS), as needed. The CSMRT will coordinate interviewing and assessment procedures to the fullest extent possible. All activities of the CSMRT will be reported at the FAC Meeting.

2.3.1.1. (Added) The FAO will consult with AFOSI before interviewing alleged child sexual abuse victims or offenders. In cases of grievous bodily harm, the same policy will apply to child physical abuse. Combined interviews or shared information will be conducted as much as possible to minimize the number of interviews and interviewers.

2.4. (Added) High Risk for Violence Response Team (HRVRT): Upon suspicion of significant potential or threat of serious physical harm by an individual related to family maltreatment, the FAO will acti-

vate the HRVRT. The composition of the HRVRT will include: FAO (Chairperson), FAP staff members working with the family, Unit CC or designee, SFS Operations Flight Commander or designee, Staff Judge Advocate, Life Skills Center provider, AFOSI representative, and appropriate representatives from other agencies having legal, investigative, or protective responsibilities per FAO discretion. The team will review all related information and develop a safety plan based on an integrated team response. All activities of the HRVRT will be reported to the FAC.

2.5. (Added) The Incident Status Determination Review (ISDR): The ISDR process is designed to provide a recourse to FAP clients who have been substantiated as an offender or victim by the FMCMT and disagree with the related decisions. The review process enables clients to have their cases reviewed if: (1) Additional information is later found that may have altered the team's decision had it been available, and/or (2) FMCMT procedures were not properly followed in making the case status determination. An ISDR request is initiated in writing to the FAC Chairperson by the alleged offender or victim within 30 days of being notified of the FMCMT determination. The FAC Chairperson will review the request for merit and then appoint a member of the FAC (not on the FMCMT) to oversee the review process; the FMCMT will then conduct a complete review of the incident status determination and decision making process. The results will be reported back to the FAC Chairperson.

2.6. (Added) An installation level Letter of Agreement (LOA) will be established between FAP, AFOSI, SFS, and local civilian law enforcement and protective service agencies involved in investigating family maltreatment for military families. The LOA will specify the combined roles and procedures for incidents of suspected family maltreatment and will be reviewed by the Legal Office or designee prior to completion.

RICHARD V. REYNOLDS, Major General, USAF
Commander